London International Development Centre

The London International Development Centre (LIDC) was established in 2008 and is a formal collaboration between the five Bloomsbury Colleges of the University of London: Birkbeck, Institute of Education, London School of Hygiene & Tropical Medicine, Royal Veterinary College and School of Oriental and African Studies. The objectives of LIDC include development of inter-College, interdisciplinary research and training programmes on critical issues in international development, support to policy makers and strengthening of capacity in higher education and other institutions in low and middle income countries. LIDC is a membership organisation open to staff, alumni and postgraduate studies of its Colleges, and is led by a Director, who reports to the Heads of the Bloomsbury Colleges. Through workshops and other activities, LIDC helps to build and support new inter-College programmes.

The London International Development Centre led the development of LCIRAH, and LIDC hosts LCIRAH researchers at its premises at 36 Gordon Square.

LCIRAH

LCIRAH was established in 2010 to build a new intersectoral and interdisciplinary platform for integrating research in agriculture and health, with a focus on international development goals. The Centre brings together researchers from the London School of Hygiene & Tropical Medicine (LSHTM), School of Oriental and African Studies (SOAS), Royal Veterinary College (RVC), and their partners, to develop research approaches and methodologies that integrate agricultural and health research. The research programme involves anthropologists, economists, agricultural researchers, public health professionals, and nutritionists working together on LCIRAH's overarching research question: How do we achieve sustainable food and agriculture systems which promote health and well-being for all people? The post holder will manage the day to day administrative and financial functions of the centre, supporting the Director.
# LCIRAH COORDINATOR

## Job Description

**Post:** LCIRAH Coordinator  
**Grade:** PSP 5  
**Responsible to:** Professor Jeff Waage  

### Principal Duties and Responsibilities

The post holder will manage the day to day administrative and financial functions of the centre, supporting the director. The post holder will also support members of the LCIRAH Management Committee in the preparation of grants and provide assistance to the LCIRAH team members. As the LCIRAH Coordinator, the post holder will also be responsible for providing administrative support to the current projects coordinated by LCIRAH, supporting the project leaders and the project teams. Specifically, the Coordinator will be responsible for administrative and financial functions of LCIRAH.

The post holder will lead the LCIRAH wide financial management and will be responsible for preparing quarterly and annual financial and progress reports to be submitted to the Leverhulme Trust and the Department for International Development (DFID). The post holder will provide administrative and financial management support to other research programmes coordinated by LCIRAH and led by its constituent Colleges. The post holder will be responsible for leading the processes related to recruitment of project staff. He/she will be responsible for supporting the Agriculture, Nutrition and Health Academy events including the annual Academy week and the LCIRAH conference.

This post will require excellent communication, financial, management and organisational skills, as it will involve working with a diverse group of senior stakeholders in a highly international environment.

### Communications

- Responding to requests from the LSHTM Press Office and other sources regarding press and other enquires  
- Contributing to drafting written material such as internal reports, working papers, annual progress reports and documentation relating to LCIRAH.  
- Manage and update the content of the LCIRAH Website  
- Liaising with web-designers, publishers and printers to manage the website, produce reports and other printed material

### Teamwork and Motivation

- Liaising with the LSHTM Research Operations Office and LSHTM Finance Department regarding expenditure and financial reporting  
- Acting as a point of contact for funders, LCIRAH colleges and partners in relation
- Conducting the induction of LCIRAH staff and training and supervision of administrative staff within the team
- Providing information to LCIRAH staff regarding LSHTM's human resources, financial and contractual procedures
- Monitoring matters relating to staffing, such as monitoring holiday time, change of funding forms and staff contract extensions

**Liaison and Networking**
- Developing and maintaining good working relationships with funding organisations and LCIRAH colleges, liaising on financial, contractual and administrative issues
- Developing and maintaining good working relationships with collaborating institutions and staff
- Undertaking, with LCIRAH Chair and The Academy/IMMANA Research Uptake and Knowledge Manager, support to LCIRAH conference and the Academy Week to be held in South Asia and sub-Saharan Africa Acting as a point of contact for LCIRAH colleges, collaborators, funding organisations, staff, students, visitors, and members.

**Service Delivery**
- Assisting in the recruitment process for new staff members including drafting job descriptions and job evaluations and arranging interviews
- Drafting agendas, supporting papers and minutes for LCIRAH Management Committee meetings and other meetings, ensuring action points are followed up
- Providing administrative and logistical support to the LCIRAH and LCIRAH’s projects teams including project monitoring, organising travel, visas and the reimbursement of expenses
- Preparing detailed quarterly and yearly financial reports for submission to funding organisations in conjunction with LSHTM Research Operations Office and LSHTM Finance Department
- Collating and submitting evidence of expenditure, such as copies of invoices and receipts, to funding organisations
- Attendance at LIDC and LSHTM meetings
- Responding to requests from LIDC and LSHTM on administrative matters

**Decision Making**
- Obtaining quotes from suppliers, processing orders and coordinating shipment of supplies, including liaison with procurement, freight and courier companies
- Understanding and adhering to the Financial Regulations of LSHTM and funding organisations
- Adhering to LIDC and LSHTM policy and procedures at all times

**Planning and Organising**
- Coordination of, and participation in, LCIRAH and LCIRAH projects’ Management Committee and team meetings and conference calls.
- Arranging project meetings, workshops and seminars, and tele- or video-conference calls, including room booking, catering and logistics
- Drafting and re-profiling of budgets of LCIRAH projects of several million pounds
- Providing costs for budgets, such as staff salaries and overheads
- Drafting budget justifications for budget requests, re-profiles, uplifts and extensions
- Arranging the transfer of payments to LCIRAH colleges and collaborators and monitoring payments against approved payment profile
- Preparing and collating material for research grant applications, ensuring that applications are submitted according to the regulations of the funding organisation and approved by the relevant LCIRAH Colleges
- Working with the LIDC Manager to support the transition of LCIRAH into LIDC

**Initiative and Problem Solving**
- Monitoring income and expenditure against budgets and forecasting future expenditure
- Interpreting, reviewing and drafting sub-contracts between LSHTM, LCIRAH colleges and partner organisations, in liaison with LSHTM Research Operations Office and LSHTM Finance Department, LCIRAH Chair, PIs of LCIRAH projects (as applicable), LCIRAH Management Committee and Steering Group

**Analysis and Research**
- Finding academic articles online on behalf of overseas and senior academic staff
- Contributing to LCIRAH’s strategic plan
- Reviewing financial reports submitted by the LCIRAH colleges and collaborative research programmes

**PERSON SPECIFICATION**

The post requires an individual with the following qualities and skills:

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<th>Competency</th>
<th>Evidence</th>
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<tr>
<td><strong>Education, Qualifications and Training</strong></td>
<td>• Higher education to degree level, or equivalent, or substantial relevant experience</td>
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<td><strong>Experience</strong></td>
<td>• Experience of coordinating projects within a complex, multi-partner institutional environment.</td>
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<td>• Proven financial management experience including drafting and monitoring budgets and preparing project financial reports</td>
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<td>• Experience in providing administrative support for meetings/committees</td>
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Experience of organising conferences or events in Sub-Saharan Africa or South Asia

Experience of working in a higher education environment and working closely with academic staff

**Knowledge**

- Proficient in using Microsoft Office packages including Word and Excel
- Excellent written and oral communication skills in English

**Personal Qualities**

- Proven ability to assess priorities, manage a busy workload and meet deadlines
- A high level of accuracy and attention to detail, which dealing with issues in a proactive and creative manner
- Excellent interpersonal skills, including a proven ability to establish and maintain effective and friendly working relationships with staff at all levels
- Willing and able to undergo visits to South Asia and Sub-Saharan Africa to support the Academy week

**ASYLUM AND IMMIGRATION STATEMENT**

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: [www.ukba.homeoffice.gov.uk/employers/points](http://www.ukba.homeoffice.gov.uk/employers/points)